

# MONTHLY FIRE DRILL REPORT

School/Business Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Time required to empty occupants from buildings: Start: \_\_\_\_\_ End: \_\_\_\_\_

No. of students/occupants: \_\_\_\_\_

Does each room have an assigned a leader? \_\_\_ Yes \_\_\_ No

Did all occupants exit in an orderly manner? \_\_\_ Yes \_\_\_ No

Have provisions been made to assist disabled occupants? \_\_\_ Yes \_\_\_ No

REMARKS:

## FACTS TO REMEMBER

\_\_\_\_\_  
Principal's / Director's Signature

1. The Fire Gong/Alarm Tone should only be used to signal an evacuation of buildings.
2. Fire Drills should be held frequently at irregular and unannounced times. Discretion should be used during inclement weather.
3. In the event of fire breaking out in any part of the facility, the first duty of the person discovering the fire is to sound the alarm. No attempt should be made on the part of teachers or staff to extinguish the fire until the safe evacuation of all pupils is assured.
4. Fire Drill forms should be completed immediately and forwarded via mail or fax to the St. George Fire Department, Fire Prevention Division. A copy should also be retained at the office with school records.

**St. George Fire Department  
13686 Perkins Road  
Baton Rouge, LA 70810**

**225-251-4890 (phone) 225-251-4991 (fax)  
www.stgeorgefire.com**

**IN CASE OF FIRE OR OTHER EMERGENCY CALL 911**



**For SGFD Use Only**

Arrival Time: \_\_\_\_\_

Depart Time: \_\_\_\_\_

Captain: \_\_\_\_\_